

Appx A

(Refer to Paragraph 42 of SOP 01/ 2025)

CHECK LIST FOR RE-ENROLMENT OF OR

S No	Eligibility Criteria	QR
1.	Education	ACE - III / Matric or equivalent.
2.	Age Limit	(a) Sep Clk (SD) - Upto 48 Yrs. (b) Sep (GD) - Upto 46 Yrs. Note : Clerks will be enrolled into DSC against vacancies of Clerks only and not as a GD.
3.	Character	Should be 'Exemplary' or 'Very Good' Note : Not below 'Very Good'
4.	Discipline (Red Ink Entry)	<u>Discipline.</u> The ex-soldiers eligible for - enrolment into DSC <u>should not have :-</u> (a) More than two Red Ink Entries during the entire former Service. (b) No Punishment awarded under AA Sec 34, 35; 36 (On active service only), 37 and 41 (2) (On active service only). (c) No Red Ink Entry in last three yrs of former service. (d) No Punishment awarded Red or Black ink entry under AA Sec 48 or equivalent for intoxication in last five years of former service.
5.	Med Cat	(a) <u>Medical Examination</u> in r/o OR for enrolment into DSC is to be carried out as per AFMSF-2A. (b) Medical Fitness Cert issued by competent med auth duly signed by Med Offr. (c) <u>SHAPE-I</u> Pers placed in LMC (both temp/permt) during the last 5 Yrs of formers service preceding the date of disch (even is upgraded to SHAPE-I before disch) due to 'ALCOHOL DEPENDENCY SYNDROME' are not eligible for re-enrolment into DSC. <u>Navy Pers. S1A1</u> <u>Air Force Pers A1G1/A4G1</u> } - is equal to SHAPE-1
6.	Gap Period	(a) <u>Sol GD</u> Maximum gap between the date of disch from former service and enrolment into DSC will not be more than Two Yrs. (b) <u>Sol Clk(SD)</u> Maximum gap between the date of disch from former service and enrolment into DSC will not be more than Five Yrs.
7.	Qualifying Service	(a) <u>Army/Navy/Air Force.</u> Should have rendered minimum 5 yrs with former Service. (b) <u>TA Personnel.</u> Must have rendered 3 Yrs embodied service with minimum attendance of seven Annual Training Camps.
8.	Clause of Discharge	(a) <u>Army Pers</u> - 13 (3) III (I) & 13 (3) III (iv). (b) <u>Territorial Army -</u> TA Rule 14 (a) & 16. (c) <u>IAF Personnel</u> - } Para 15 of Manual of Air Force Rules (Vol-II) AF Rules 1969 and AFO 04/2023. (d) <u>IN Personnel</u> - As per para 14 (c) of SOP 01/2024
9.	Eligibility for enrolment	Eligibility for enrolment of pers from AMC, ASC, EME, AEC, RVC, APTC, CMP, PNR, MEG, BEG(R) and BEG (K) into DSC will be accepted only for trades as following :- (a) <u>AMC.</u> Amb Asst and Dvr MT. (b) <u>ASC.</u> SHGD, Dvr & ASH. (c) <u>AOC.</u> SHGD & Dvr MT. (d) <u>EME.</u> Armr, Dvr MT, Dvr Rec Veh & Auto Tech B Veh. (e) Enrolment of JCOs/ OR from RVC, APTC, CMP & PNR will continue hitherto fore. (f) <u>AEC & APS.</u> JCOs/ OR (other than Clerks (SD) from AEC & APS will not be eligible for enrolment into DSC. (g) <u>MEG, BEG(R) and BEG (K).</u> Artisan Wood Work, Artisan Metallurgy, Painter & Decorator and other Sol GD Trades.
10.	District Police Verification	<u>Other States less J&K, Ladakh and Nepal Domiciles.</u> Police verification mandatorily have to be signed by the own District Superintendent of Police only (Verification signed by Police Station / SHO are not valid)
11.	Verification	(a) <u>J&K & Ladakh Domiciles.</u> Online CID verification from CID Jammu / Srinagar mandatory (b) <u>Nepal Domiciles.</u> IHQ of MoD(Army), DSC Dte to monitor receipt of verification report. Note : 1. The verification should be completed by respective rtg agencies (Regt Centre) before despatch of indl to DSC Centre. 2. The verification report should be submitted alongwith Rahdari cert & other relevant re-enrolment docu, except for Nepal Domiciles.

Appx B

(Refer to Paragraph 44 of SOP 01/ 2025)

VERIFICATION OF CHARACTER AND ANTECEDENTS OF EX-SOLDIERS
FOR RE-ENROLMENT INTO DSC

1. It is certified that No _____ Rank _____ Name _____
s/o _____ is not involved in any civil /criminal case during the period from
_____ (date of stay at present address) to _____ (date of re-enrolment into DSC) /
till date and is fit for service in the DSC.

2. Permanent address in full :-

Village _____

PO _____

TO _____

PS _____

Tehsil _____

District _____

State _____

NRS _____

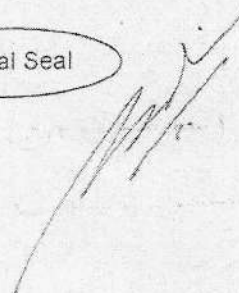
PIN _____

Place :

(Signature of District Superintendent of
Police or equivalent with affixed
designation stamp)

Date :

Official Seal



Appx C

(Refer to Paragraph 47 of SOP 01/ 2025)

**PRE-VERIFICATION OF SERVICE PARTICULARS OF EX SERVICEMEN FOR
RE-ENROLMENT INTO DSC FORM TO BE SUBMITTED
DIRECTLY TO THE REGT CENTRE/AROs**

1. No _____ Rank _____ Trade _____ Name _____
(in full in Capital letter).
2. Unit and Regt / Corps served _____
3. Date of Birth/ apparent age as recorded in Enrolment Form _____
4. Date of Enrolment _____
5. Date of Discharge _____
6. How much service has been rendered as A Combatant : _Yrs _Months _Days
(in years Months and Days)
7. If originally enrolled as NC (E) and subsequently _____ : _Yrs _Months _Days
re-mustered as Combatant, for how long did he serve as a
Combatant (in Years, Months and Days)
8. Medical Cat at the time of Discharge
 - (a) Does the indl receive any disability pension ?
 - (b) Has the indl been placed in LMC due to "Alcohol Dependency Syndrome" during last Five years from his date of Discharge from his former service and subsequently upgraded to medical category SHAPE -1 ?
9. Discipline (Red Ink Entries)

S No	Discp Criteria	Auth	Remarks (Mention Date and Type of punishment, AA Sec and place)
(a)	Not more than two Red Ink Entries awarded during the entire former service	Para 6 (a) of SOP 01/2025 No	
(b)	Punished under AA Sec 34, 35, 36 (On active service only), 37 and 41 (2) (On active service only)	Para 6 (b) of SOP 01/2025	

Signature _____
(Enrolling Offr)
Army No : _____
Designation : _____
Date : _____

Signature of the Candidate _____

S No	Discp Criteria	Auth	Remarks (Mention Date and Type of punishment, AA Sec and place)
(c)	Punishment awarded (Red or Black entry) even extra Guard and Duties under AA Sec 48 in last five (05) years of former service.	Para 6 (c) of SOP No 01/2025	
(d)	No Red Ink Entry in last three (03) Yrs of former service	Para 6 (d) of SOP 01/2025	

10. In case of TA Personnel only :-

- Is he in the effective strength of TA ?
- Has he produced NOC (No objection Cert) from the CO of TA Bn ?
- How much embodied service has he got in TA in yr, months and days (Embodied service Calculated by Records Office to be attached)
- If discharged from TA service, has he produced his original Discharge Certificate?
- Ex TA pers must have rendered three years embodied service with minimum attendance of seven Annual Trg Camp (ATC)
- How many ATCs (Annual Training Camps) has he attended? Original Certificate issued by the CO of TA Bn showing Nos of ATCs, to be att. (Attendance of 7 ATCs is mandatory)

11. Educational Qualifications (for all):-

- Military (ACE III/III/I and AEC III/III/I) be stated :
(Certificate mandatory to be attached)
- Civil - Matric and Non Matric (Educational certificates are to be verified by the Rtg Offrs, equivalent civil stds of Army Certs should be as per IHQ of MoD(Army) letter No 62502/Rtg-5 (OR) (A) dt 12 Oct 1999)
(CTC of Certificates mandatory to be att)

Hindi	
English	
Exam Passed	
Subjects	
Date of Passing	
Board of Edn	
Roll No	
Part II Order No	

Signature _____
(Enrolling Officer)
Army No :
Designation :
Date :

Signature of the Candidate _____


12. Cause and Clause of Discharge.
(Quote Army Rule / TA Rule or equivalent for IN/IAF clearly)
13. Details of plural marriage
(In case contracted by the indl)
14. Details of marital Discord, If any
15. Details of Divorce Case
(Brief to be attached alongwith sp docus)
16. Details of Court Case(Active/De-Active).
(Copy of Court Order to be att)
17. Does the individual fulfil all the eligibility conditions
For re-enrolment into DSC as a Sep (Sep GD/Sep Clk) ?
18. Character.
- (a) Assessed at the time of Discharge
- (b) Re assessed in terms of Para 170 (d) of
Regs for the Army, Vol-I (1987)
- (c) Grounds for re-assessment of Character
19. Latest Home address of the applicant

Vill	
Post	
Teh	
Distt	
State	
PIN	
Mob No	
E mail ID	

20. Certified that the above info / details are correct to the best of my knowledge and belief. Also that I am not suffering from or hiding any, chronic / lifestyle ailments for which I am undergoing medical treatment. Any false info furnished by me and detected at later stage would cancel my candidature as also I will be liable to be punished under Army Act/IPC.

(Signature of the Candidate)

Service No :
Rank :
Name :
Dated :


Signature
(Enrolling Officer)
Army No :
Designation :
Date :

21. Certificate from concerned Record Office :-

VERIFICATION BY RECORD OFFICE CONCERNED

Certified that the above particulars in respect of No _____ Rank _____
Trade _____ Name _____ (In full in Capitals letter) have
been verified from his service documents and are correct in all respects.

OR

Certified that the following discrepancies have been found in the above particulars in respect
of No _____ Rank _____ Trade _____ Name _____ (in full) as
compared to the service documents held by this office :-

(a)

(b)

Station :

(Signature of CRO)

Dated :
(Office Stamp / Seal)

Notes. Any Over writing / Cutting should be authenticated by an offr not below the rank of Maj. In case of any discrepancy necessitating prohibition for re-enrolment. Please record the same and return the form to the originator.

22. Medical Fitness Cert from Medical Offr :-

MEDICAL FITNESS CERTIFICATE

It is certified that the medical examination in r/o No _____ Rank _____
Trade _____ Name _____ has been carried out by me and found FIT /
UNFIT for re-enrolment into DSC.

Station :

Dated :
(Office Stamp / Seal)

(Signature of the Indep Med Offr)

23. Certificate from Rtg / Enrolling Offr :-

SIGNATURE OF RTG / ENROLLING OFFICER

It is certified that No _____ Rank _____ Trade _____ Name _____
_____ has been screened and meets all the eligibility criteria for re-
enrolment into DSC.

Station :

(Signature of Rtg / Enrolling Offr)

Dated :
(Office Stamp / Seal)



Appx D

(Refer to Paragraph 50 of SOP 01/ 2025)

UNDERTAKING CERTIFICATE

1. On being re-enrolled into DSC voluntarily after discharge from former service, I
No Rank Name hereby undertake that:-

(a) I understand that DSC is a re-employment and no sheltered employment is available in DSC.

(b) In the event of my being placed in low medical category with employment restrictions by medical authority or non-performing due to ailment, I will be liable to be discharged from service.

(c) If need arises, I will have no objection to be discharged from service before completion of present contractual period / terms of engagement.

(d) I will not request for posting on compassionate or medical or any other ground before or during or after completion of orientation training at DSC Centre.

(e) I understand and accept that serving in the DSC would mean serving anywhere in the country and I am prepared to accept this all India posting liability throughout my service in DSC.

(f) In case I apply for voluntary discharge from service within two years of enrolment, I shall be liable to pay the cost of training and other allied charges as applicable in accordance with existing provisions.

(g) I hereby undertake that while in DSC, I will not take any legal recourse with regard to postings issued in organizational interest being a departmental matter without exhausting all departmental channels.

2. I also understand that I am liable to be punished for having hidden facts / willfully given a false statement, to the Enrolling Offr while submitting my personal details (especially medical conditions or civil conduct) towards Re-enrolment in DSC.

Station :

Dated :

(Signature of the individual)

No Rank

Name

COUNTERSIGNED BY ENROLLING OFFICER

Station :

Dated :

(Office Stamp / Seal)

Appx E

(Refer to Paragraph 51 of SOP 01/ 2025)

CERTIFICATE OF WILLINGNESS TO BE SIGNED BY ALL DSC RECRUITS

1. No Rank Name am willing to be enrolled in the DSC as a combatant. The terms and conditions of service in the DSC have been fully explained to me in my language and I understand it thoroughly.
2. I certify that:-
 - (a) I have no family complication at present.
 - (b) My presence at home is not required very often. During my service with Army, I had taken leave on account of urgent domestic matter times.
 - (c) No law suit (Civil / Criminal/Family Dispute) is pending in any court and there is no opinion likely to be given in future.
 - (d) I understand that I cannot obtain my discharge except on extreme compassionate ground and that only at the discretion of Director DSC and after verification from civil authority.
 - (e) I fully understand that once I have opted in reply to question IAFK-1162 my option is final and irrevocable.
 - (f) I clearly understand that I am not permitted to seek transfer from DSC to my previous or any other unit of my former service.
 - (g) The terms and conditions of service and status of the DSC have been fully explained to me in my language and I understand them.

Dated :

(Signature of the individual)

No Rank

Name

COUNTERSIGNED BY ENROLLING OFFICER

Station :

Dated :

(Office Stamp / Seal)



Appx F

(Refer to Paragraph 52 of SOP 01/ 2025)

ADDITIONAL DETAILS TO BE INCLUDED ALONGWITH DESPATCH
DOCUMENTS FOR RE-ENROLMENT INTO DSC

<u>S No</u>	<u>Information</u>	<u>To be filled up</u>
<u>General</u>		
1.	What is your Mil qualification ? (Should be matric & above or ACE-III for non matric)	ACE : MR :
2.	What was your med cat at the time of disch / retirement from former service? (Should be SHAPE-1)	
3.	What is your date of discharge? (gap period from the date of disch to the date of enrolment into DSC should be within 2 Yrs)	
4.	Have you ever served in any force after retirement from Regular service? If so, give details of service (in case any TA service after retirement, should be endorsed)	
5.	Whether any red ink entry punishment have been awarded to you during former service? If yes, please mention number of red ink entries incurred:- (a) During last three yrs of former service (should not have a red ink entry) (b) During last five yrs of former service (Should not have Red or Black ink entry, even extra guard & duties awarded under AA Sec 48 or equivalent for intoxication) (c) During entire former service (should not have more than two red ink entries)	
6.	Do you know your character assessed at the time of discharge from former service, if so, what ? (should be EXEMPLARY or VERY GOOD)	
7.	When did you register your name in rtg office / Regt Centre ?	
8.	When did you receive call letter from the rtg office /Regt Centre for Re-enrolment into DSC ?	
9.	When did you report rtg office / cell for re-enrolment ? (should be within two yrs from the date of discharge for Sep (GD) & five yrs for Sep (CIK))	
10.	Is there any court case pending against you as on date, If yes, give details :- (should be acquitted from such cases, if any pending)	

Signature of Candidate : _____

NOK

11. What is your marital status ? -
 (Married / Unmarried /re-married / widower)
- (a) If married, what is your wife's name as per service -
 Docu / disch book / PPO ?
- (b) How many children do you have at present -
- (i) Son (s) (aa) - _____
 (ab) - _____
 (ac) - _____
- (ii) Daughter (s) (aa) - _____
 (ab) - _____
 (ac) - _____
- (c) If re married, what is the reason ? -
 (ie Death / Divorce / or any other reason)
- (d) What is the name of 2nd wife and has it been -
 recorded officially?
- (e) How many children are born out of 2nd marriage? -

12. I certify that the answers given by me against the questions put by enrolling officer are correct and true to the best of my knowledge. In case any answer found false at a later stage, I may be punished and my service may be terminated.

Date :

(Signature of the Candidate)

Service No :

Rank :

Name :

COUNTERSIGNED

Station :

Dated :



25

Appx G

(Refer to Paragraph 55 of SOP 01/ 2025)

ANNUAL TRG CAMP CERTIFICATE

It is certified that No _____ Rank _____ Name _____ of
(Unit) _____ has completed seven (7) x Annual Trg Camp during his service into TA wef
_____ to _____. The indl is eligible to re-enrol into DSC.

(Signature of the Candidate)

Service No : _____

Rank : _____

Name : _____

Case No :

Unit :

(Commanding Officer)

Dated :

(Office stamp / seal)

Signed _____

26.

Appx H

(Refer to Paragraph 56 of SOP 01/ 2025)

EMBODIED / DISEMBODIED SERVICE CERTIFICATE

It is certified that No _____ Rank _____ Name _____ of
(Unit) _____ has rendered _____ Yrs _____ Months & _____ days service into TA wef
_____ to _____.

(Signature of the Candidate)

Service No. :

Rank :

Name :

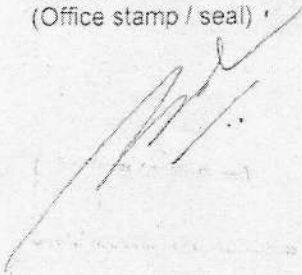
Case No. :

Unit :

(Commanding Officer)

Dated :

(Office stamp / seal)



Appx J

(Refer to Paragraph 59 of SOP 01/ 2025)

CERTIFICATE BY CO: TA UNIT

1. It is certified that No _____ Rank _____ Name _____ served in my TA Unit _____ before his re-enrolment into DSC. The indl is not involved in any civil/ criminal case as till _____
2. Imdtl after discharge from this unit, he will mov to ----- Regt Centre, collect his Rahdari Certificate and further mov to DSC Centre. During this period, he will not proceed on lve
3. In case, any court case or involvement of indl in civil/ criminal cases comes to light at a later stage, then the onus of the same would be partially upon the undersigned as well.
4. It is also affirmed that the due process of obtaining the Civil Police Verification in r/o the aforementioned indl has been initiated by the Unit prior to his moving out of the Unit premises.

Station: (Name of the stn)

Dated : xx-xx-xxx

(Signature of CO of unit with rubber stamp)



(Signature of CO of unit)

Appx K

(Refer to Paragraph 47 of SOP 01/2025)

Indl photo
affixed**DATA-CUM-RECORD SHEET IN RESPECT OF PERSONNEL
RE-ENROLLED INTO DSC**Joint
photograph
affixed

1. Army No		2. Substantive Rank at the time of Disch	
3. Last Rank Seniority Date		4. Honorary Commission/Rank (If any)	
5. Name (In Full)			
6. Regt/Corps		7. Enrolment Date	
8. Attestation Date		9. Trade	
10. Date of Birth		11. Religion	
12. Class		13. Sub Class	
14. Pay Group		15. Pay Class	
16. AADHAR No		17. PAN No	
18. Mobile No		19. Email ID	
20. Med Cat at the time of Disch			
21. Permanent Home Address			

House No/Mohalla		Village	
Post Office		Tehsil	
District		State	
NRS		PIN	

22. Civil Edn Qualifications

Education	Examination Passed	Subjects (with/without)	Year/Month	School/Board/University	Roll No	PT II Order No
(a) Before Enlistment						
(b) Before Enlistment						

23. Military Edn Qualifications

Mil Education Description	Exam Date	Unit	PT II Order No
BFC1			
MR3			
MR2			
MR1			
TTT3			
TTT2			
TTT1			

24. Promotion Cadre(s)

Cadre Details	Date	Unit	Part II order No
NK			
HAV			

25. Details of Army Courses attended (With Grading)

Course Name	Name of School/Inst	Duration		Grading/Result	PT II Order No
		From Date	To Date		
PARA SAILING COURSE					
PARA SAILING INSTRUCTOR COURSE					
PARA BASIC COURSE					
ADVANCE MEDICAL COURSE					
ADVANCE SNIPER COURSE					
SPECIAL FORCES SQUAD LEADER COURSE					

26. Details of Lower Promotion(s)

Ser No	Sub Rank	Date of Assumption	Date of Seniority	Auth of Part II Order
1	LNK			
2	SBNK			
3	LHAV			
4	SBHAV			

27. Details of ACP/MACP

Ser No	Scale/Grade	Date of Award	Auth of Part II Order

28. Former Service, If Any

(a)	First Spell	From		To	
(b)	Second Spell	From		To	

29. Detls of Embodied/Disembodied Service & No of ATC Attended, in case of TA Personal :-

(a)	Embodied Service	
(b)	Disembodied Service	
(c)	Total Service	
(d)	Total No of ATC attended	

30. Details of Punishment

Name of Punishment	Date of Award	AA Sec	Black/Red	Pub Unit	PT II Order No

31. Details of Non Qualifying Service

Description	Time of Absence	Date of Rejoining	No of Days	Pub Unit	Pt II Order No

32. (a) Medals awarded (Including 9,20,30 yrs, 25th and 50 (I) anniversary and TA Medals etc with auth of Part II Order :-

Medal Name	Medal Date	PTO Unit	Pt II Order No

(b) Honours & Awards (Incl COAS/Army Cdr Commendation Cards with auth of Part II Order) :-

Medal Name	Medal Date	PTO Unit	Pt II Order No

33. Kindred Roll(CTC of KRP to be att)Wife

Name	Date of Marriage	DOB	Pub Unit	Pt II Order No

Children

Name	Sex	DOB	Pub Unit	Pt II Order No

Parents, Brothers & Sisters

Name	Relationship	DOB	Pub Unit	Pt II Order No
	Father			
	Mother			
	Brother			
	Sister			

Note: In case exact date of birth not available, age on date of enrolment to be mentioned.

34. Details of relationship cert issued if any

Name of Dependent	Relationship	Date of Birth	Issued On	RC No	Enrolled on	Pt II Order No

35. Achievements in sports (Give details of each sports and level of each sports and level achieved) with auth of Part II Order :-

Sport Type	Sports Level	Medal	Pt II Order No

36. Gratuity Paid (In case of non pensioner)

37.	Date of Disch		
38.	Cause of Disch		
39.	Clause of Disch		
40.	Total qualifying service rendered (in years and days)		
41.	Character at the time of Disch		
42.	Last unit served (Except Depot/Centre for disch drill)		

43. Last Pay Drawn :-

Basic Pay	:		Grade Pay	:	
MS Pay	:		CI Pay	:	
X-Gp Pay	:		Total	:	

44. Details of Pension/Gratuity Sanctioned and PPO (CTC to be att)

(a)	Service Pension Sanctioned	:	
(b)	Service Gratuity	:	
(c)	Whether Joint Notification	:	
(d)	PPO No and Date (Att CTCs)	:	
(e)	Residual Pension per Month	:	
(f)	Amount Commuted	:	
(g)	Capitalised Value of Pension	:	
(h)	Effective date of commutation	:	
(i)	Other Terminal benefits i.e AFPP Fund, Credit balance etc (CTC of FSA to be att) with Acct No	:	

45. Pension Paying agency (DPDO/Bankers etc) with account No	:	SBI, IFSC Code - Acct No -
--	---	-------------------------------

Certified that the above mentioned particulars have been checked from the sheet roll and Enrolment Form of No _____ Rank _____ Name _____ are certified to be correct.

Station :

-xx -Ink Signed-xx-
(To be signed by Col Records/CRO only)

Date : 2024

PART-II : AUDIT AUTHORITYLeave Encashment

46. Total No of days admitted by PAO (OR) : _____ days

Encashment of leave during LTC

47. Admitted by PAO (OR) _____ days

Note: Ink signed copy by Audit Authority be submitted within 45 days of commencement of Reorientation Course.

Certified that the enrolment and disch date of the Indl have been verified and found correct from audit point of view.

Station :

(Signature of Audit authority)

Date : 2024